

EXHIBIT REPORT OUTLINE

- I. DATE OF REPORT
- II. NAME OF PERSON SUBMITTING REPORT
- III. ADDRESS
- IV. EXHIBIT:
 - A. Name of Meeting
 - B. Location (City, State)
 - C. Dates
 - D. Staff
 - E. Number of Registrants
 - F. Number of Exhibits
 - G. Total Number of Exhibit Hours
 - H. Total Number of People Visiting the Booth
 - I. Total Number of NLM System Demonstrations
 - J. Total Number of Internet Demonstrations other than NLM System Demonstrations
- V. EXHIBIT SUMMARY (Narrative)
 - A. Distribution of Pre-mailers, Letters or Invitations (if applicable)
 - B. Description of Booth Location
 - C. Description of Program Presentations
 - D. Were SIS resources highlighted at this meeting? If so, identify the SIS resources that were highlighted.
 - E. Problems
 - F. User feedback
 - G. Suggestions/comments
 - G. Recommendations: Should NLM exhibit at this meeting next year? (Yes or no, give reasons for your answer)

Note: Visitors are counted only if there has been a meaningful interchange. Interchanges such as greetings and thanks that do not mention NLM, its resources or services are not counted as visits. Someone who takes a promotional product or brochure and leaves without an interchange with an exhibit staff person is not counted as a visitor. A system demonstration is counted as one regardless of the number of people watching or the

number of resources covered. That is, one demonstration may be for five people and may cover multiple resources.